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Acting Director

**MEMORANDUM**

**TO:** Commissioners, County Board of Elections  
Administrators, County Board of Elections

**FROM:** Maria Del Valle-Koch, Acting Director  
NJ Division of Elections  
Madeline Rodriguez, Senior Clerk Typist

**DATE:** September 18, 2007

**SUBJECT:** **2008 Polling Place Accessibility Report**

N.J.S.A. 19:8-3.4 requires each county board of elections to provide to the Office of the Attorney General, no later than January 15, 2008 of each presidential year, a list of all polling places in the county, specifying any found to be inaccessible. The enclosed **2008 Report Form Certification** and **2008 Polling Place Accessibility Report Form** is to be used for reporting the total number of polling places that are accessible or inaccessible and the **Polling Place Accessibility Checklist** is to be used when surveying each polling place.

Pursuant to Public Law 2005, Ch. 146, effective July 12, 2005 the Office of the Attorney General may permit a county board of election to seek a polling place outside 1000 feet from the boundary line of the election district if the board cannot locate an accessible polling place within the 1000 ft. from the boundary line. Enclosed you should find a **Certification to Designate Placing Places Outside 1000 Feet of an Election District**.

Please keep in mind that in accordance with N.J.A.C. 13:17-6.8, "polling place accessibility standards shall be based upon and be in compliance with the State's Uniform Construction Code Barrier Free Sub-code, N.J.A.C. 5:23-7 *et seq.*" The Office of the Attorney General may grant a waiver in certain cases where a polling place is determined to be inaccessible and cannot be made temporarily accessible for accessible prior to requesting a waiver. Any waiver application must detail all efforts undertaken in this regard. Please keep in mind that recent legislation only permits a polling place to receive two waivers and each waiver is good for only a year in duration.

September 18, 2007

The enclosed **Waiver Certification/Addendum to Waiver** shall be completed and attached to the **Accessibility Checklist** for each polling place for which a waiver is requested. Please keep in mind that the submission of a waiver request does not guarantee that such a request will be approved. Should a waiver request be made, said request should be sent to the Division on or before January 2, 2008. If two waivers have already been granted, additional waiver will not be considered.

The Division would request that all forms be returned on or before January 2, 2008. We are requesting your continued collaboration in complying with this deadline and for your convenience these forms and the polling place accessibility workshop guide is available on our website at [www.njelections.org](http://www.njelections.org).

On behalf of the Division of Elections, I would like to thank you in advance for your anticipated cooperation and hard work.

Attachments (4)